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FEB 25 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Management Staff Data for Briefing of
Armed Services Committee.

1. Suggest you utilize the attached organization chart as a guide for verbal presentation. You know the functions; the numbers and dollars show.
2. In respect to the Organization and Methods Staff:
 - a. Split into three Areas - DD/S, DD/I and DD/P to secure concentration and more detailed knowledge than otherwise possible.
 - b. Principle of operation is with "profit" motif, i.e., what benefits are there from each study. Each project approved on a Project Sheet with provision for a profit statement at completion.
 - c. Objective in respect to this Staff is to secure a small number of senior members, and have the legwork done by two or more juniors and borrowed people as opportunity offers.
3. Business Machines Service:
 - a. Of increasing importance, due to a dynamic machines market, with particular reference to electronic developments.
 - b. One man is not enough.
 - c. Examples are:
 - (1) Electronic computers and data processing machines such as UNIVAC, IBM-705, Burroughs E-101 to meet accounting and statistical requirements.
 - (2) Copying machines such as systematic Auto-Stat, Verifax, Kalfax, Thermofax, for speed and exactness in copying documents and reducing clerk-typist time. We have about 100 machines of several types in this field.
 - (3) Punched-card equipment to meet accounting and documentation requirements. The new Minicard equipment

-2-

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under development will replace the punched-card method in the documentation field.

(4) Machines to mechanize office routines which in the creation of original documents, provide a perforated tape by-product which will automatically operate other machines for subsidiary purposes.

(5) Facsimile and television techniques to speed the reproduction and the distribution of documentary materials between office locations.

(6) Machines to automatically translate foreign languages into English.

h. Records Management:

a. Creation of Records (forms, correspondence and reports).

b. The maintenance, organization, and use of records for current business.

c. The method of preservation, elimination, or transfer of records to inactive categories.

d. Present inactive Records Center (IRC) 21,000 cubic feet; new one to be occupied 7 March 1955 41,000 cubic feet, with provision for expansion.

e. Importance relates to the use of expensive office space, .01 funds dealing with records, and expensive equipment.



f. CIA is a paper factory and the Records Management Program is of great importance.

g. Disposition of active records into inactive Records Center space has jumped every year since a late start in January 1951, as follows:

January 1951	-	2,500 cubic feet
1952	-	5,700 cubic feet
1953	-	11,000 cubic feet
1954	-	17,000 cubic feet

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-3-

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h. Method of procedure is to give staff guidance to the operators in terms of techniques with appointees within operating offices to carry out the work. Present situation is a speed produced by about two cylinders out of eight. Will reorganize to concentrate.

5. Regulations Control:

a. Still in the process of mostly tilling new ground as opposed to correction of previous Regulations.


Chief, Management Staff

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